



Front Desk Clerk

Dani Dental Studio has a great opportunity to join our Front Desk Team. We offer competitive wages and benefits as well as in-house training to further employee education.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sterilize items coming in from doctor offices
- Assign and write pan number on each impression and/or model
- Fills out Lab Slips indicating Red Date
- Using Jenmar software, enter pan number, dates, doctor's name, shade color, if applicable, patient name, services that are needed, the date the case came in and due date/ship date.
- Call doctor offices for any missing information or items
- Print out Work Ticket and pull any applicable old paperwork and place in the pan
- Deliver cases to respective departments
- Removes cases off "hold" status that have been received from dentists' offices
- Cleans case pans and prepares them for the next case
- Invoice completed cases using Jenmar software

REQUIRED EDUCATION/EXPERIENCE:

High School Diploma or equivalent
Basic computer knowledge
Must be dependable
Professional phone etiquette required
Must be able to work 8AM to 5PM

BENEFITS:

Competitive Wages based on skills, knowledge, and abilities
Health Insurance
Dental Insurance
Vision Insurance
Short Term disability Insurance
Management & Training Opportunities
Paid Time Off - Vacation and Sick Leave

send your resume to hr@danidental.com or call 480-449-0909.